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Tender

## **Quality Meat Scotland - Provision of Consumer Press Office Services**

Quality Meat Scotland

F02: Contract notice

Notice identifier: 2024/S 000-001552

Procurement identifier (OCID): ocds-h6vhtk-042dc5

Published 17 January 2024, 9:43am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Quality Meat Scotland

The Rural Centre, West Mains

Ingliston

EH28 8NZ

#### **Contact**

Kirsty MacDonald

#### **Email**

[kmacdonald@qmscotland.co.uk](mailto:kmacdonald@qmscotland.co.uk)

#### **Telephone**

+44 1315107926

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.qmscotland.co.uk>

Buyer's address

[http://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13202](http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13202)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**I.4) Type of the contracting authority**

Other type

NDPB

## **I.5) Main activity**

Other activity

responsible for helping the Scottish red meat sector improve its efficiency and profitability

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Quality Meat Scotland - Provision of Consumer Press Office Services

Reference number

QMS/ITT/PRESSOFFICE/2024

#### **II.1.2) Main CPV code**

- 79416000 - Public relations services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

QMS seeks to appoint an PR agency to provide a consumer press office function to ensure the best possible outcome for our three industry brands: Scotch Beef GI, Scotch Lamb GI and Specially Selected Pork.

#### **II.1.5) Estimated total value**

Value excluding VAT: £180,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79416000 - Public relations services

### **II.2.3) Place of performance**

NUTS codes

- UKM75 - Edinburgh, City of

### **II.2.4) Description of the procurement**

QMS seeks to appoint an PR agency to provide a consumer press office function to ensure the best possible outcome for our three industry brands: Scotch Beef GI, Scotch Lamb GI and Specially Selected Pork. The appointed agency must be able to prepare and present high quality, clear, concise and cost-effective communications strategies and work in partnership with QMS' Marketing and Communication team to ensure the best possible outcome for our three industry brands: Scotch Beef GI, Scotch Lamb GI and Specially Selected Pork whilst keeping our brand essence of Meat with Integrity at the heart of our communications.

### **II.2.5) Award criteria**

Quality criterion - Name: Agency capacity and agility / Weighting: 25

Quality criterion - Name: Agency approach & account management / Weighting: 25

Quality criterion - Name: Response to brief / Weighting: 50

Quality criterion - Name: Cyber Security / Weighting: 0

Price - Weighting: 20

### **II.2.6) Estimated value**

Value excluding VAT: £180,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

yearly for a maximum of 3 consecutive years

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

19 February 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

21 February 2024

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 16 weeks prior to current contract ending

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=754857](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=754857).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:754857)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=754857](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=754857)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Edinburgh Sheriff Court

Sheriff Court House

Edinburgh

EH1 1LB

Country

United Kingdom